1
Thus to my Comfort now I see
my desires accomplisht bee
We can handle our Swords
Read
Few Masters can our Art
The merchant's easy our Instruments plain
cannot bruise the Reed nor break the bruised
This
Sickles Lombard Street
London printed for Tho: Hawkins in George yard in Lombard street

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A NEW ART OF SHORT and SWIFT WRITING, WITHOUT Characters.

Invented some Years since by Mr. *RATCLIFF* of *Plimouth*; but not Published in his Lifetime:

By which Rules a common Hand will make such Expedition, that Sermons, Speeches, or Tryals may be Taken with Delight.

Licens'd, *Nov.* 17. 1687. *R. Midgley.*

London, Printed for *Thomas Hawkins* in *George-yard* in *Lombard-street*, 1688.

K63-501

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Lincoln's Inn [illegible]

London, Printed by Thomas [illegible] Gangerpend [illegible] 1688.

To all Lovers of Short, Plain and Swift WRITING.

After Fifty years Experience of this new New and secret Art; I having Engraved more of Short-hand Books than all the Gravers in England, *viz. Mr.* Metcalfs, *Mr.* Sheltons *first, and his Psalm-Book, Mr.* Ratcliffs *of* Plimouth, *Mr.* Job Everards, *Mr.* Rich's *Table Psalm-Book, and his New Testament, Mr* Farthings, *&c. besides Mr.* Elisha Coles's, *and three contriv'd by my self, yet never took Notes any other way than by this old us'd, and new Publish'd Method; of which, I presume, not to over-rate Mr.* Shelton *in his Dedication to the Supream Power of* England, *to his* Tachygraphia, *viz. That an ordinary Capacity (by Gods Blessing) may be able in two hours Learning, to write any Chapter in the Bible, and to give an account of every Word. Wherein take this Observation, viz. That he is as true in this pretence to the performance, as that Power was in their solemn Oathes, Protestations, and Declarations, to that sacred Power above them.*

This I dare Really to engage, That in two Weeks, with practice each day at leisure times, this Art may be made practical, according to the intent of the Author. Vale.

For

For Encouragement, Observe,

1. HEre is no charging of the Memory with Characters, Vowels Places, Prepositions or Terminations.

2. For the reading of which, here is no occasion for a large Leading Character before each word, to avoid confusion in reading what you in haſt write.

3. The deſign of this Art is as follows, *viz.* 1. Words of divers Syllables are to be conſidered by the beginning, middle and endings of Words. I might ſpend time and Paper, but the whole contains the Rule; ſo that writing over this ſmall Tract, is ſufficient for direction to any ordinary Capacity that can Write a Legible Hand.

Directions for the Improving of this Work.

1. OBſerve that inſtead of Vowels places in Short-writing by Characters, this Work is done by a contrary Rule, *viz.*

Here in this Work of faſt-writing by common hand, only the ſounding Conſonants are to be obſerved, eſpecially in long words of divers ſyllables, of which I might give you divers Examples; but I think this hint above-

ſaid,

said, is sufficient to satisfie any Ingenious undertaker, in regard the whole Work is an Exemplar. In which there is no design of a limitation to this method, every Ingenious person will (as is common in Short-hand) vary the method according to his own fancy (in this Work more especially) he having the largest liberty for a variation to accomplish the design.

Observe that in Sentences in fast Writing some Words may be omitted, yet the sence remain, viz.

AS in the Kingdom of God	Kndm Gd
of *said* the *left out.*	
The Kingdom of Christ,	Kndm X
The power of God,	pwr Gd
The will of God,	wl Gd
The Eternal God,	trnl Gd
The Father of the fatherless,	fth fthls
The powers of darkness,	pwr drkns
The will of the Lord be done,	wl Ld b dn
To come to Christ,	cm X
To depart from Christ,	dp frm X
To believe the promise,	blv prms
To prepare for Death,	ppr dth
To resist the Devil,	rst dvl
To overcome the World,	ovrcm Wrld
To overcome the Flesh,	ovrcm flsh

The

The NEW ART of SHORT WRITING.

The Names of the Books in the Old Testament.

Genesis	gns	Canticles	cnts
Exodus	xds	Isaiah	isa
Leviticus	lvtcs	Jeremiah	jrmi
Numbers	nbrs	Lamentation	lamt
Deuteronomy	duti	Ezekiel	zkl
Joshua	jsha	Daniel	dnl
Judges	jgs	Hosea	hsa
Ruth	rh	Joel	jol
Samuel	sml	Amos	ams
Kings	kgs	Obadiah	obda
Chronicles	crns	Jonah	jna
Ezra	zra	Micah	mca
Nehemiah	nha	Nahum	num
Esther	str	Habakkuk	hbk
Job	jb	Zephaniah	zfna
Psalms	psls	Haggai	hgi
Proverbs	prbs	Zechariah	zcra
Ecclesiastes	eclss	Malachi	mlci

The Names of the Books in the New Testament.

Matthew	mth	Thessalonians	thslns
Mark	mrk	Ephesians	epsns
Luke	lk	Timothy	tmo
John	jn	Titus	tts
Acts	acs	Philemon	plm
Romans	rms	Hebrews	hbrs
Corinthians	crns	James	jms
Galatians	gla	Peter	ptr
Ephesians	phs	John	jhn
Philippians	plps	Jude	jd
Colossians	cls	Revelation	rvl

Terms of Building.

Ground plot	grd plt	Pillar	plr
court	crt	balcony	blcny
yard	yrd	roof	rf
porch	prch	tile	tl
entry	ntry	tennon	tn
gate	gt	mortis	mrts
foundation	fndn	rafter	rfts
wall	wl	beam	bm
brick	brk	gutters	gtrs

Of

Of a Farm.

Farm	frm	hedge	hdg
grain	grn	ditch	dch
arbor	rbr	plow	plw
orchard	rchd	harrow	hrw
field	fld	hayrick	hrck
pasture	pstr	shock of corn	shk crn
meadow	mdo	sheaf	shf

Of War, Trades, and Fowl.

Army	rmy	stationer	stnr
company	cmpy	barber	brbr
troop	trp	ship	shp
general	gnrl	barge	brg
colonel	clnl	boat	bt
captain	cpt	oar	or
armourer	rmr	mast	mst
cutler	ctlr	cable	cbl
carpenter	crptr	anchor	nchr
turner	trnr	eagle	egl
painter	pntr	hawk	hwk
vintner	vntr	kite	kt
cook	ck	parrot	prt
baker	bkr	crane	crn
dyar	dyr	cock	ck
	fkmn	hen	hn

Abbreviations.

that	yt
you	yu
then	yn
them	ym
when	wn
which	wch
what	wht
against	agſt
ſaid	ſd
maſter	mr
miſtris	mrs
chapter	chp
Sir	Sr

Some Men and Womens Names in Scripture.

A

Adam	Adm
aron	arn
abraham	abrm
abel	abl
abiel	abil
anna	ana
anon	arn
ammon	amn
aſſa	ſa
abiron	abrn
abihu	abhu
abſalon	abſln
amaleck	amlck
annanias	a-is
alexander	alxdr

B

Balaam	blam
balack	blck
belſhazer	blſzr
barnabas	brnbs
baruck	brck
boaz	bz
benjamin	bjmn
baal	bl

C

Caleb	clb
cornelius	cr-ls
corah	crh
casbi	csb
cyrus	crs

D

Darius	drs
demetrius	dmtrs
demas	dms

E

Enoch	nch
ezram	zrm
	elijah

elijah	eljh		
elias	els	L	
esau	esu	Lot	lt
elizabeth	elzbh	lazarus	lzrs
		levi	lvi
F		M	
Felix	flx	Mordecai	mrdcs
G		Mary	mry
Gideon	gdn	michael	mchl
goshah	glth	N	
gehazi	ghzi	Nathan	nthn
H		nicodemus	ncds
Hanun	hnn	nadab	ndb
hosni	hsn	nabal	nbl
hammond	hmn	nebuchadnez.	nzr
herod	hrd	O	
herodias	hrds	Ozias	ozs
I		omri	mri
Isaac	isc	P	
jacob	jcb	Phineas	phns
jeroboam	jrbm	Paul	pl
joseph	jsph	Pharaoh	phrh
jezabel	jsbl	Pilate	plt
judas	jds	Philip	phlp

Upon Time,

FRom *Adam* unto *Abraham*,
Two thousand years did Run,
From *Abraham* to Christ his time,
Two thousand years be done,
From Christ until the World doth end, two thousand some expect,
But that time shall be shortned, because of God's Elect,

Of Tm.

Frm *Adm* nto *Abrm*
2 thsnd yrs dd Rn.
Frm *Abrm* nto X z tm
2 thsnd yrs b dn
Frm X ntl ye Wrld dth nd 2 thsnd sm xpct
Bt yt tm shl b shrtnd, bcf of Gds lct

On Death,

MAny false Gallop on the backs of pleasure,
All Journy forward to the self same place,
Some the next way, and run the faster pace,
All post an end, till driven out of Breath,

On Dth.

Mny fls Glp on ye bks of plsr
Al Jrny frwrd ye slf sm plc
Sm ye nxt wy, & rn ye fstr pce
Al pst an nd, tl drvn ut of brth

They

They all arrive at the great Port of Death,
Lord in this common road I do not care
What pace I travel, so my way be fair.

ye al arv at e grt prt of dth,
ld n ths cmn rd i do nt cr
wt pc i trvl, so my wa b fr.

Of Wrath.

Of rth.

WHen his Wrath is kindled but a little, blessed are all that put their trust in him.
At his wrath, the Earth shall tremble.
He that believeth not, the wrath of God abideth on him.
The wicked heap up wrath against the day of wrath.
Wait for his Son from heaven, which delivered us from wrath to come.

wn z rth z knld bt a ltl, blsd ar al yt pt er trst in hm.
at z rth ye rtlf shl trmbl.
he yt blvth nt ye rth of gd abdh on hm.
e wkd hp up rth agst e da of rth.
wat fr z sn frm hvn wch dlvrd s frm rth o cm.

Of Judgment.

Of Jdgmt.

THe Lord is known by the Judgments which he executeth.

ye ld z kwn by ye jdgmts wch he xcth.

It

It is appointed unto all men once to die, and after that to Judgment.	it z apntd nto al mn nc 2 dī & ftr yt 2 Jdgmt.
But I say unto you, that men shall give account for every idle word, at the day of Judgment.	bt i sa nto u yt mn shl gv'acnt fr ery idl wrd at e dy of Jgmt.

Of Faith. *Of Fth.*

BY Faith we receive Christ,	bi fth we rev X.
By it we possess Christ,	bi it we pss X.
By Faith we are justified,	bi fth we ar jsfd.
By it we are regenerated,	bi it we ar rgntd.
By Faith we are sanctified,	bi fth we ar sntfd.
By it we are made the Sons of God,	bi it we ar md e sns of Gd.
By Faith we obtain peace with God,	bi fth we obtn pc wth Gd.
By it we are kept from falling away,	bi it we ar kpt frm fling awa.
By Faith we overcome the World,	bi fth we orcm e Wrld.
By it we receive Adoption,	bi it we rcv adptn
By Faith we are saved,	bi fth we ar svd.
By it we have Everlasting Life,	bi it we hv erlsting lf.

By

By Faith we are made wise to Salvation,	by fth we r md wf a slvtn.
By it we live,	by it we lv.
By Faith we shall die with good report,	by fth we shl di wth gd rprt.
And after Death we shall be eternally saved,	& ftr dth we shl b trnly syd.

Of Hope. *Of Hp.*

IT is called the Hope of the Gospel,	it z cld ye hp of ye gspl.
The hope of Glory,	ye hp of glry.
Blessed hope,	blsd hp.
Hope of Eternal Life,	hp of trnl lf.
Profession of our hope,	prfsn of r hp.
A lively hope,	a lvly hp.
Hope towards God,	hp trwds gd.
Hope of the Promise,	hp of ye prms.
Hope of Israel,	hp of zrl
Hope above hope,	hp abv hp.
Hope of Righteousness,	hp of rghtsns.
One hope,	1 hp.
Hope of Salvation,	hp of slvtn.
All seeming hope may be taken away from a Christian, and yet deliverance may come,	al smng hp ma b tkn awa frm a Xn, & yt dlvrnc ma cm.
As in *Paul's* Shipwrack,	s n *Pls* shprck.

Of

Of Spiritual Joy.	*Of ſprtl jy.*
THe Aſſurance of God's favour,	ye aſrnc of Gds fvr.
Thou haſt ſhewed me the waies of life,	tu hſt ſhwd me ye wis of lf.
And ſhalt make me full of joy,	& ſhlt mk me fl of jy.
The Aſſurance of our eternal Election to life,	ye aſrnc of or etrnl elctn to lf.
In this rejoyce that your names are written in Heaven.	n ths rjyc yt yr nms ar wrtn hvn,
The peace of a good Conſcience,	ye pc of a gd cnſc
Our rejoycing is this, the Teſtimony of our Conſcience,	or rjcng z ths, ye tſtmny of oor cnſcnc,
The joy of Juſtification, and rejoyce under the hope of the Glory of God.	ye jy of jſtfctn, & rjc ndr ye hp of ye glry of Gd.
There is great joy,	thr z grt jy.
Exceeding great Joy,	xcdng grt jy.
Abundant Joy,	bndt jy.
Joy unſpeakable and glorious,	jy unſpkbl & glrus.

Words Abbreviated.

A		D		F	
		deceitful	dcft		
ACtions	cns	despite	dspt		
recording	crdg	dispatch	dspt		
account	acnt	destroy	dstry		
amount	mnt	declare	dclr		
assent	snt	decree	dcr		
C		degree	dgr		
		dignity	dgnty		
consent	cnsnt	deserve	dsrv		
content	cntnt	despised	dspd		
contempt	cntpt	describe	dscrb		
condition	cndtn	defame	dfm		
confusion	cnfsn	E			
commit	cmt	expire	xpr		
common	cmn	examine	xmn		
command	cmnd	except	xcpt		
contain	cntn	earthly	rthly		
confide	cnfd	early	rly		
confute	conft	earneſt	rnſt		
confume	cnsm	F			
conſult	cnslt	forecaſt	frcst		
confeſs	cnfs	forſake	frsk		
correction	crctn	forget	frgt		
conſpire	cnspr	forgive	frg		
			flatter		

flatter	fltr	knowledg	kwlg
favour	fvr	knowingly	kwgly
faithful	fthfl	L	
G	G	lament	lmt
grieved	grvd	liberty	lbty
gladneſs	gldns	liberal	lbrl
glory	glry	likely	lkly
glorious	glrus	lovely	lvly
guilty	glty	lovelineſs	lvlns
greatneſs	grtns	M	M
H	H	mighty	mty
heaven	hvn	mountain	mntn
heavenly	hvnly	mercy	mrcy
happy	hpy	manifeſt	mnfst
hopeful	hpfl	manifold	mnfld
helper	hlpr	N	N
helpleſs	hlpls	noble	nbl
hardned	hrdd	neighbour	nbbr
harmleſs	rmls	namely	nmly
I	I	narrow	nrw
innocent	ncnt	nourith	nrſh
incline	ncln	O	O
increaſe	ncrs	oppreſs	oprs
intreat	ntrt	often	ftn
K	K	offer	ofr
kindneſs	kdns	offend	ofnd
kindly	kdly	omit	omt
keeper	kpr	obſerve	obſr

P	P	T	T
praised	prsd	terrible	trbl
prayer	pryr	tribulation	tribln
prefer	prfr	triumph	trimph
prosper	prspr	tryal	tryl
poffer	pffr	V	V
promise	prmif	vexation	vxtn
patient	ptint	various	vrus
patiently	ptintl	venerable	vnrbl
Q	Q	vertue	vrtu
queſtioned	qſtnd	W	W
quickened	qknd	wickedly	wkdy
queried	qrd	willingly	wlgy
quibled	qbld	X	X
R	R	Xenophon	xnphn
rejected	rjctd	Xerxes	xrxs
redeemed	rdmd	Y	Y
rewarded	rwdd	Youthful	ythfl
S	S	young	ytng
ſatisfied	ſtſfid	yielding	yldg
ſanctified	ſnctfid	your	yr
ſacrificed	ſcfid	Z	Z
ſwift	ſwft	zealous	zlus
ſure	ſr	zeal	zl

Words

Words Abbreviated out of the 2, 3, 4, 5, 6, 7, & 9, Psalms, in Meeter.

S ye 2d.

THe K-s & Rlrs of ye rth cnſpr & ar al bt
Agſt ye Ld & X s Sn, wch he mng us ſnt.

Nw y O K-s & Rlrs al, b wſ thrfr & lrd:
Bi wm yomtrs of ye Wrld b jdgd & dſtrnd.

If onc z rth nvr ſo ſml ſhl kndl n z brſt,
O thn al ty yt trſt n X, ſl hpy b & blſt.

S ye 3d.

Slvtn nly dh blng z tc, O Ld, abv;
Thu dſt blſs up- y ſlk y blſg & y lv.

S ye 4th.

Kno ye yt gd & gdy mn, ye Ld dt tk & ch;
Ad wn z hm, I mk cmplt, he dt me nt rfs.

S ye 5th.

Er thu wth fyr wlt ncrs ye jſt & rghts ſtl:
Ad wth y grc s wth a ſhld, dfd hm frm al il.

§ *ye 6.*

O ſv me nt fr my dſrts, bt fr y mrcy sk.
Bt nw awa frm me al ye yt wrk nqty:
Fr wy? ye ld ath hrd ye vc of my cmplt & cri.

§ *ye 7th.*

The jſt mn & ye wkd bh Gd jgth bi z pwr:
So yt he fis z mity hd en eri da & hr.

§ *ye 9th.*

Ko thu yt he wch is abv fr evrmr ſhl rgn,
Ad n ye ſ-t of qity tru jgmt wl mntn.
Al ye yt ko y hli um ertr ſhl trſt n thee:
Fr yu frskt nt er ſut n er ncſyti.

The Lord's Prayer.

OUr Father which art in Heaven; Hallowed be thy Name. Thy Kingdom come. Thy will be done in Earth, as it is in Heaven. Give us this day our daily bread. And

Our fth wch rt n hvn; hlwd b y Nm. Y kgdm cm. Y wl b dn n rth z it s n Hvn. Gv us ths da r dly brd. Ad

for-

forgive us our treſpaſſes, As we forgive them that treſpaſs againſt us. And lead us not into temptation; but deliver us from evil: For thine is the Kingdom, And the power, And the glory, for ever and ever. *Amen.*

frgv z r trſpſs, z we frgv ym yt trſpſs agſt z. Ad ld z nt nto tmptin; bt dlvr z frm evl; Fr thn z ye Kgdm & ye pwr, & ye gly, fr evr & evr. *Amn.*

The Creed.

I Believe in God the Father Almighty, Maker of Heaven and Earth: And in Jeſus Chriſt his only Son our Lord, Who was conceived by the Holy Ghoſt, born of the Virgin *Mary*, Suffered under *Pontius Pilate*, was Crucified, dead and buried, He deſcended into Hell; the third day he roſe again from the Dead, He aſcended into Heaven, and ſitteth at the right hand of

I blv n Gd ye fa almty, mkr of Hvn & rth: & n Jſs X z nly Sn r Ld, wh ws c-cvd by ye Hly Ghſt, brn f ye Vrgn *Mry*, ſufrd udr *Pnts Pilt*, ws Crſid, ded & brid, He dſndd nto hl; ye 3d da he rſ agn fr ye ded, He aſndd nto Hvn, & ſth at ye rit hnd f God

God the father almighty; from thence he shall come to Judge the quick and the dead. I believe in the Holy Ghost; the holy Catholic Church; the communion of Saints; the forgiveness of Sins; the Resurrection of the body, and the life everlasting. *Amen.*

Gd ye fath almty; fr thnc he shl om to Jg ye qk & ye ded. I blv n ye oli gst; ye oli Catlc rch; ye comun of Sts; ye ye frgvns f Sns; ye rirecon of ye bdi, & ye lf evrlg. *Amn.*

FINIS.

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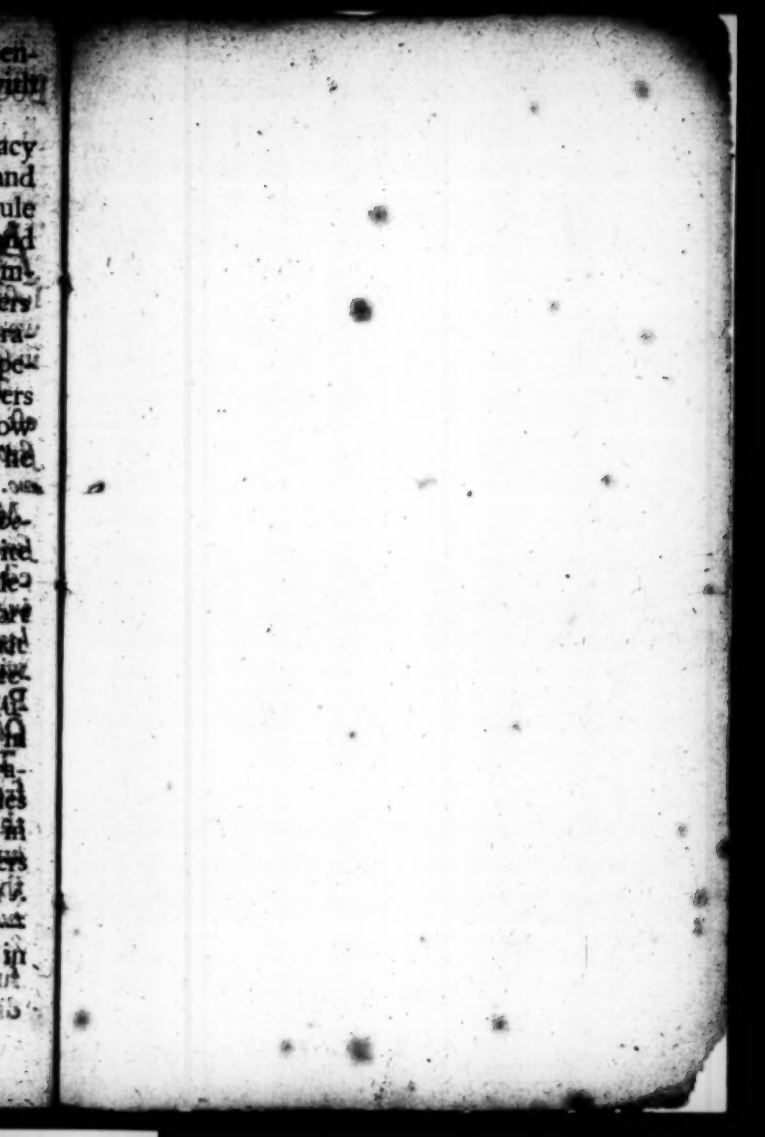
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